ATRRS DA Form 1059
Preparation Module Help Document

Topics

1. System Overview

The purpose of the ATRRS DA Form 1059 Preparation System is to provide a web-based tool for Army schools to use in preparation of the DA Form 1059. The system utilizes Army Knowledge Online account credentials for logon and user identification. This is done because many of the participants in the DA Form 1059 preparation process are not ATRRS users. The intent of the system is to be flexible enough to support the various procedures used by schools for preparing the DA Form 1059. The path that a DA Form 1059 takes during preparation is user defined at each step of the way. The process can be very simple. A single user can create the DA Form 1059, print it out, and then follow the standard paper-based procedures established at the school. The system can also support a more complex process. For example a training NCO or Clerk may pull up a class roster, select a student, enter/verify the basic student and course information and then assign the DA Form 1059 to the preparing officer. The DA Form 1059 then shows up on that person's ToDo list. The preparing officer may then fill out his portion and forward it back to the clerk. The clerk might review it to make sure it meets the school's standards, make any corrections necessary, and then send it out for electronic signatures. This scenario is just one example of many possibilities.

2. Initiator

The DA Form 1059 process begins by the class manager viewing the class roster and initiating a DA Form 1059 for each student. Only the person designated within ATRRS as the DA Form 1059 Initiator for the class may view the class roster. This person can be whomever the school feels will best fit this role for their internal process. For example, it could be a clerk, the instructor/preparing officer, etc. The module provides a screen specifically for DA Form 1059 Initiators. This screen is reached by selecting the Initiator link in the top menu. This screen provides the initiator with a list of classes that are currently in session or have ended within the last week. This list can be sorted by class start date or end date. The list will not be displayed if the initiator has no classes currently in session or that have ended within the last week. The initiator can view a class roster by simply clicking the View Roster link on the class row. Additionally, the initiator may enter the FY, School, Course, Phase, and Class in the appropriate input

boxes and click the View Roster button. This would be useful if you needed to look up a class roster for a class that ended more than a week ago. If the initiator only has one class currently in session, then the roster for that class will automatically open up. Remember, only the person designated within ATRRS as the DA Form 1059 Initiator for the class may view the class roster.

The class roster is displayed in a table containing columns for the student's name, the current DA Form 1059 status, the DA Form 1059 location, the as of date, and a link to open the DA Form 1059.

DA Form 1059 Status: If a DA Form 1059 has been created for the student, this field will contain values such as Working, Pending Signature, or Signed. This field will be blank if a DA Form 1059 has not been initiated for the student.

DA Form 1059 Location: This is the AKO email address of the person currently assigned to work on the DA Form 1059. This field will be blank if a DA Form 1059 has not been initiated for the student.

As of Date: This is the date the DA Form 1059 was last saved or updated.

Open DA Form 1059: This link will take you to the DA Form 1059 form for the student. A new DA Form 1059 record will be created if a DA Form 1059 has not yet been initiated for the student. See the section on the DA Form 1059 Input Form for more information about filling out the form.

The top menu contains a Set Up a Template link. This link is used to create a template containing information that may be repeated in each DA Form 1059 you create during your current online session. See the Using a Template section for more information on this topic.

Below the class roster is an icon for generating shells. It looks like this. **Generate Shells** Clicking on this icon will take you to a page for creating shells for each or specific students in the class. See Generating Shells for more information on this topic.

3. Using a Template.
The DA Forms 1059 for a given class will contain a lot of administrative information that is repeated for each student. If you plan to create several DA Forms 1059 during your online session, it would be useful to first set up a template. You do this by selecting the Set Up a Template link on the top menu. This link will present a pop up window containing the repeated data fields such as School Name, Course Title, Report Type, Report and Class Dates, and Preparing and Reviewing Officer information. ATRRS will preload the form with any information available but you may wish to modify that data in your template. You do not have to fill out every field in the template. Any DA Form 1059 you **create** after filling out the template will contain the data you entered into any of the template fields. The template will not affect any existing DA Form 1059 records that you open up to edit. Leaving a template field blank will not cause the field to be blank on

the DA Form 1059. The DA Form 1059 will first load any ATRRS data available and then overwrite that data with any template data provided. Once you have filled all of the fields desired, click the Load Template button. Your template is now loaded into memory and will stay there during your online session. If you exit your browser or stay inactive until your session times out (20 minutes), you will lose your template. You can modify your template at anytime by returning to the template page and following the same steps for creating a template. You can remove the template from memory by opening the template page and clicking the Remove Template button.

4. Generating Shells

This function allows the DA 1059 Initiator to create DA Form 1059 records in bulk for a class. You get to this function by clicking the Generate Shells icon on the class roster. It looks like this. After clicking this icon, you will be brought to a page for creating the shells. The first step is to identify the user by AKO ID to whom you want to assign the DA Forms 1059. Your AKO ID will be entered into this box by default. Next, you may select to send an email notification to the next user by checking the Send Email Notification check box. If this is checked, then an email will be sent to the AKO ID entered in step 1 after all of the shells are created. The email will alert the person that you have created and assigned DA Form 1059 records to them to work on. It also tells them how many were assigned and provides the link to their ToDo list. The 3rd item on the form let's you know if there is a template set up in memory. If not, you may find it useful to set one up now in order to preload many of the fields of the DA Forms 1059. The template page opens up in it's own window, so you can click on the Set Up A Template link in the top menu without losing the work you have done. The last step is to identify the students you want to generate shells for. You can select all students via the check box or select specific students in the list box. Use the Ctrl or Shift key to select more than one student in the list box. Note that any student in the class who already has a DA Form 1059 record will not appear in the list box. Also, if the Select All box is checked, any selections made in the list box will be ignored. Click on the Generate Shells button and the system will generate the appropriate shells and assign them to the person identified in step 1. Note that the students' names are removed from the list box after their shell is made.

5. Electronic Distribution.
ATRRS has the capability to electronically distribute the DA Form 1059 .pdf file to the students' official military records. Electronic distribution is based on the student's component. Currently, ATRRS has agreements with the National Guard for electronic distribution. The completed and signed DA Form 1059 for National Guard students should be electronically distributed to the student's state POTO and quota source manager. This is done by the class initiator clicking the Distribute icon below the class roster on the Initiator page. After clicking the icon, you will be brought to a page for distributing the DA Forms 1059. The page contains a list of students who have a DA Form 1059 that is eligible for electronic distribution. The list also shows the distribution location for each. For the National Guard this is the state code. You can select all students via the check box or select specific students in the list box. Use the Ctrl or Shift key to select more than one student in the list box. Click on the Distribute

button and the system will email an electronic copy of the DA Form 1059 to the appropriate location.

6. ToDo List
Your ToDo List displays DA Form 1059 records that are currently assigned to you (Working), that you were the last to work on (Forwarded), and that are pending your signature (Pending Signature). Click on the ToDo List link in the main menu located at the top of the page to view your ToDo List. The ToDo List is displayed in 3 tables: Working, Forwarded, and Pending Signature.

Working DA Forms 1059: This table displays all DA Form 1059 records where you are designated as the current user. The table displays basic student and class information as well as any remarks made by the previous user. The records are sorted by the class end date so that those reports due the soonest are at the top. To work on a DA Form 1059 just click the Open DA Form 1059 link in the last column. This will take you to the DA Form 1059 form for the student. See the section on the DA Form 1059 Input Form for more information about filling out the form.

Forwarded DA Forms 1059: This table contains DA Forms 1059 that are still in a working status where you are the last user to work on the record. The purpose of this table is to allow you to see if you misdirected a DA Form 1059 or if the next user is taking too long to work on it. If a DA Form 1059 was misrouted or the next person in the chain has changed, then select the Reroute DA Form 1059 link. This link will present a form for you to designate a different next user. See the section on Rerouting a DA Form 1059 for more information.

Pending Signature: This table contains any DA Forms 1059 that are in a Signature Pending status and you are either the Preparing or Reviewing officer. To electronically sign the DA Form 1059, click the Open DA Form 1059 link. Display the signature block section (Block 17 – 18) of the DA Form 1059 and click the Sign button.

7. Reroute a DA Form 1059
To reroute a DA Form 1059, click the Reroute DA Form 1059 link in the Forwarded DA Forms 1059 table in the ToDo List. Enter the AKOID of the user to whom you want to assign the DA Form 1059. Check the Send Email Notice box if you want the system to send the next user an email notifying him/her that he/she has been assigned the DA Form 1059. Enter remarks if you wish and click the Reroute button.

8. DA Form 1059 Input Form
This page contains the form for entering the DA Form 1059 data. Since the form is so long, it is broken down into several manageable sections. A Save button is located at the bottom of each section. You will not lose any information when navigating through the sections if you do not click the Save button but is a good habit to click the button. This will prevent you from losing data if you get distracted and your session times out due to inactivity (20 minutes). The menu bar at the top of the page contains the following options for displaying and working on the form:

Blocks 1-12: Click on this link to display the first 12 blocks of the DA Form 1059 that contain student, school, and class administrative data.

Blocks 13-16: Click on this link to display blocks 13-16 of the DA Form 1059 that contain student performance data. Block 16, Comments, is broken down into 21 individual lines. Fill these out just as you want them to appear on the printed DA Form 1059. For example, if you want height/weight and APFT data to appear on the bottom of the comments section, enter that data into line 21 even if the comments do not take up the 20 previous lines.

Blocks 17-18: Click on this link to display blocks 17-18 of the DA Form 1059. These blocks contain signature information and the student's forwarding address. Enter the AKOID of the preparing and reviewing officers if you want to perform electronic signatures.

Status Info: Click this link to display a status section. This section displays the current status, user, and any remarks on this DA Form 1059 record.

View Entire Form: Click this link to display the entire form.

Save and Forward: Click this link when you are done working on the DA Form 1059 and wish to assign it to the next user in your chain. You can also use this link to send it back to the previous user if necessary. Enter the AKOID of the next user. Check the Send Email Notice box if you want the system to send the next user an email notifying him/her that he/she has been assigned the DA Form 1059. Enter remarks if you wish and click the Save and Forward button.

Request Signatures: Click this link if you want to place the DA Form 1059 into a Pending Signature status. This will cause the DA Form 1059 to appear in the preparing and reviewing officer's Pending Signature table of their ToDo list until they sign it.

View as PDF: Click this link to view the DA Form 1059 in PDF format. You must have the free Adobe Acrobat Reader installed on your computer to view the PDF. You can download Adobe Acrobat Reader at http://www.adobe.com. The PDF file presents a better format for printing.

Unsign for Editing: This link only appears if the DA Form 1059 has been signed and is being viewed by the class initiator. Unsigning a DA Form 1059 is the equivalent of ripping up a paper copy. When the DA Form 1059 is unsigned, it will have to be sent through the review process and signed again. To unsign a DA Form 1059, click this link. You will next be presented with a confirmation screen. Choose Yes and then click the Confirm button.